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Created

**CITY OF RIVERSIDE**  
**HUMAN RESOURCES DEPARTMENT**  
**CLASSIFICATION SPECIFICATION**

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**TITLE: HUMAN RESOURCES ADMINISTRATIVE TECHNICIAN**

**DEFINITION**

Under general supervision, to perform a variety of complex and responsible clerical, secretarial and administrative duties; to supervise administrative support staff; and to do related work as required.

**DISTINGUISHING CHARACTERISTICS**

The position of Human Resources Administrative Technician is distinguished from other clerical and secretarial classes by the responsibility for administrative and budgetary duties assigned to this position; for the performance of complex and responsible clerical and administrative tasks requiring a thorough knowledge of departmental policies and procedures; and for assisting in the development and administration of a departmental budget. Incumbents in this class may also be expected to provide administrative support to City boards and commissions.

**REPORTS TO:** Human Resources Director

**SUPERVISION RECEIVED AND EXERCISED**

Receives general supervision from the Human Resources Director. May exercise general supervision over administrative support staff, as assigned.

**EXAMPLES OF DUTIES**

Typical duties may include, but are not limited to, the following:

- Participate in the maintenance of the position control system, processing personnel actions and updating Payroll/Human Resources system changes; process Departmental Personnel Action Forms.
- Assist in resolving personnel problems; analyzing staffing needs; interpreting personnel policies and procedures; recommending effective courses of action.
- Speak before groups concerning human resource matters; coordinate civic and community engagements.
- Participate in special projects and training as assigned.
- Prepare reports, charts, tables and graphs; supervise and maintain a variety of records such as payroll, attendance, budget, personnel and grievances.
- Participate in the administration of employee benefit programs by providing forms, information and counseling.
- Assist in and conduct routine position classification studies.
- Assist in the preparation and revision of class specifications.
- Participate in and conduct salary and fringe benefit surveys; compile, analyze data and make recommendations.
- Design and develop materials and manuals, forms and documents.
- Maintain calendar and scheduling for Department Director.
- Prepare correspondence, reports, charts and surveys; respond to requests and complaints; review, determine

priority, action and routing of mail.

- Review Department time cards and sign in Director's absence.
- Prepare Council reports, review and format reports from staff, assure proper procedures and routing.
- Work with outside consultants in high profile recruitments, coordinate and schedule interviews, making arrangements for interview panelists and applicants, preparing materials; review, process and route payments.
- Handle extremely confidential matters and materials on a variety of issues.
- Act as a liaison for Department in Director's absence; act as a liaison between Department Heads, other Departments, staff and the general public.
- Coordinate, schedule and prepare materials for Departmental staff meetings.
- Supervise the assignment of City parking and City Security System.
- Prepare initial grievance memos to Departments, maintain records/logs, prepare correspondence, schedule hearings, and interact with various unions.
- Prepare and maintain last chance agreements and stipulations.
- Prepare union negotiation Memorandum of Understanding proposals, prepare final documents for publication and maintain records and contracts.
- Develop, prepare and monitor Departmental budget; review, analyze and compile budgets for various programs and divisions within Human Resources; assist and advise staff on budget related issues; provide justification for and make recommendations of expenditure requests.
- Participate in Department's overall planning and goals and objectives.
- Organize, supervise and coordinate Department's office operations.
- Provide staffing to various Boards and Commissions.
- Prepare Departmental reports to comply with grants applications and Federal government regulations.
- Department administrator for interactive software for personnel and payroll purposes.

## **QUALIFICATIONS**

### **Knowledge of:**

- Basic principles of human resources administration.
- Policies, procedures, ordinances and resolutions governing City human resource activities, conditions of employment and/or employee benefits.
- Budget preparation and administration.
- Basic research and statistical methods.
- Basic office organization and principles of management.
- Modern office practices, procedures and equipment, including micro-computers and applicable software applications.
- Applicable federal, state and local laws, regulations and ordinances.

### **Ability to:**

- Plan, organize and implement programs and related activities.

- Understand and interpret policies and procedures and explain them to others.
- Compile and maintain complex records, files and financial information.
- Establish and maintain a variety of personnel and related records requiring confidentiality and security.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with persons within and outside of the organization.

#### **Education and Experience:**

Any combination of experience and education that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

**Education:** Equivalent to an Associate of Arts Degree from an accredited college in business/public administration, human resources, social or behavioral sciences, psychology or a closely related field.

**Experience:** Three years of advanced administrative support experience, preferably in human resource functions. Up to two years of additional education may substitute for two years of the required experience.

**MEDICAL CATEGORY:** Group 1

#### **NECESSARY SPECIAL REQUIREMENT**

Possession of an appropriate, valid class "C" California Motor Vehicle Operator's License.

#### **CAREER ADVANCEMENT OPPORTUNITIES**

**FROM:** Human Resources Administrative Technician

**TO:** Human Resources Analyst